

Meeting Minutes
Code Enforcement Officers' Advisory Committee
November 7, 2002
10 a.m.
Texas Department of Health
Exchange Building, Room S-402
8407 Wall Street
Austin Texas 78754

Members Present: Al Godwin, Mayra Hypolite, Roy Lewis, Marty Martinez, David Moore

Members Absent: Darlene Mays

TDH Staff: Brandye Young, Yvonne Feinleib, Eileen Hartman, Jim Zukowski, Dan Meador

Guests: Jack Burleson

1. Call to Order

Yvonne Feinleib called the meeting to order at 10:01 a.m.

2. Introduction of New Members and Staff

Members, TDH staff and guests introduced themselves.

3. Program Administrator's Report

Yvonne Feinleib presented an overview of the current operations of the program.

4. Division Director's Report

Jim Zukowski described the new examination contract and requested assistance from the committee members in developing additional examination questions for the data bank. The committee received copies of program materials, including the application for registration, the law and rules, and the new examination handbook.

5. Discussion regarding upcoming Rule Review as required by Texas Government Code §2001.039

Program staff presented information on the process for the rule review. The proposed timeline includes presentation of proposed rules to the Board of Health in April and adoption of final rules in August.

The committee began the discussion with issues related to continuing education. A concern was raised that no credit is given in the current rules for obtaining additional, initial certifications. Ms. Hypolite volunteered to prepare a draft list of certifications which might be approved for continuing education once the rules have been revised.

The committee also discussed including a possible 'inactive' status; the number of continuing education hours required for renewal; and revising the committee's composition to include either a professional engineer or an architect, to assist with filling the remaining committee vacancy.

6. Election of Presiding Officer and Assistant Presiding Officer

Mayra Hypolite was elected Presiding Officer and Marty Martinez was elected Assistant Presiding Officer by acclamation. Ms. Hypolite presided over the remainder of the meeting.

7. New Member Orientation

Jacqueline McDonald, Director of the Office of the Board of Health, presented an orientation for new advisory committee members on the function and responsibilities of an advisory committee. Dan Meador, program attorney, provided additional orientation related to legal issues, including Open Meetings and Public Information.

8. Setting Future Meeting Dates

The committee set January 27, 2003 and June 9, 2003 as future meeting dates. The meetings will begin at 10:00 a.m. Agenda items for the next meeting will include rule review as required by Texas Government Code §2001.039; an update and discussion on the examination process, and discussion of which initial certifications might be appropriate for continuing education credit.

9. Public Comments

The committee heard a public comment from Jack Burleson, representing the ICC, who presented the committee members with copies of the 2002 International Code Council Voluntary Certification Program for Code Professionals.

10. Adjournment

Roy Lewis made a motion to adjourn at 2:02 p.m. Marty Martinez seconded. Motion carried.